



**Shelby County  
Tennessee**  
Mayor

Mark H. Luttrell, Jr.,

**Questions & Answers**

*Issued: May 12, 2016*

**RFP #16-004-70  
COMMUNICATIONS OUTREACH COORDINATOR**

**TO ALL PROSPECTIVE BIDDERS:**

The following questions were submitted by potential vendors  
Our answers are listed in **red** below:

- What firm was the incumbent handling communication and outreach for Juvenile Court? **Susan Adler Thorp is the current vendor.**
- What was the incumbent's budget for this account? **The current contract with Ms. Thorp is for \$25,000.00**
- Do you have a budget for this project? **The budget has been resubmitted for FY2017**
- Does the work require a full or part-time presence at the Juvenile Court? **Part or full time as required based on the project needs.**
- Who is the government/direct manager for this position? **Provider reports to Pamela Skelton, CAO; includes much interaction with Judge Dan Michael.**
- What is the current frequency, if any, of required newsletter and reports? **Monthly report of activities to be submitted with invoice. Other reports and newsletters to be discussed with CAO.**
- What forums are utilized for community question- and- answer sessions? **Community meetings are scheduled every 6 months and as required to promote or educate the public regarding programs and initiatives.**
- How will the Client measure success? **Success will be measured by provider's ability to provide accurate information in a timely manner when required. No formal evaluation process has been established.**

Robert S. (Bob) Brenner, Buyer  
Purchasing Department  
Shelby County Government

Cc: Bid File